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To Whom It May Concern:

I am writing this letter requesting an advisory opinion to obtain a position as a Mobile Workforce Center Specialist with Louisiana Human Resources Development Institute (LHRDI). LHRDI is a contractor of Louisiana Workforce Commission and provides Rapid Response services for mass layoffs. I currently work for Louisiana Workforce Commission as a Workforce Development Specialist III. I have been acting in my current role for three to four years. During this timeframe I have conducted various job duties. The Mobile Workforce Center Specialist role varies from the Workforce Development Specialist III role greatly.

In my current capacity, I am housed in the American Job Center in Ouachita Parish. As a WFD III my primary job function is case management. I previously worked with ABAWD SNAP recipients through the Workforce Innovation Opportunity Program and unemployment claimants through the Re-Employment Services and Eligibility Assessment Program. The goal was to assist both programs' clients with maintaining eligibility for their perspective benefit programs. The WIOP clients were currently unemployed or working less than twenty hours a week. The RESEA clients were currently unemployed or their hours were cut however they received unemployment benefits. They received services under the Wagner Peyser grant to provide them with resources to become self-sufficient. The clients were referred to partner programs within the center. I worked with these individuals exclusively in person in the Ouachita American Job Center. During the brink of the COVID-19 pandemic my job title stayed the same however my duties were tailored solely to assisting individuals who were seeking unemployment benefits. I assisted these individuals with completing their unemployment applications and answers any inquires they may have in regards to unemployment benefits. I performed those job duties via telephone communication only. Currently, I perform duties under the WFD III job title as a Wagner Peyser services case manager. As Wagner Peyser case manager, I assist individuals virtually who need assistance with unemployment claims and locating employment. I still answer any questions these clients may have in regard to unemployment benefits. The amount of case management that I provide to the Wagner Peyser clients is the same as the amount I provided to RESEA and WIOP clients.

In the aspiring capacity that I plan to work in as Mobile Workforce Center Specialist with Louisiana Human Resources Development Institute I will be domiciled in Baton Rouge, Louisiana. My role will consist of 70% travel to various places throughout the State of Louisiana. As a MWCS I will primarily serve as a public relations representative at community fairs, festivals, schools and other related events. I will also perform the following job duties: set up and test all computers, wireless accessories, televisions and printers; assist rapid response (mass layoff) customers at Worker Transition Centers with creating HIRE accounts, posting resumes and applying for jobs online; provide disaster relief response by assisting with FEMA applications and other programs; assist job applicants at employer Job Fairs with navigating HIRE and completing applications and pre-employment skills assessments as indicated by the employers; assist driver with set up of other items as needed and ensure the mobile unit remains clean and organized at all times.

If you have any questions, please do not hesitate to contact me at 318-953-9860 (cell) or 225-368-6732 (work cell). You also contact me via email at demhill14@gmail.com.

Respectfully,

D. Hill